

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the PIMA COUNTY/TUCSON WOMEN'S COMMISSION and to the general public that the PIMA COUNTY/TUCSON WOMEN'S COMMISSION

Will hold the following meeting which will be open to the public

### **Pima County/Tucson Women's Commission**

Branding and Visibility Committee Meeting

Wednesday, August 14, 2019 5:15-6:30pm

Community Foundation Campus

5049 E. Broadway Blvd, Tucson, Arizona 85711

### **LAR/Proposed Minutes**

1. Call to Order – 5:40pm
  - a. Present: JP. Wilhite, AJ Flick, M. Parham, A. Hernandez, and M. Phininzy
2. Community Conversation Roundtable Planning
  - a. Review plan and follow up steps – previous minutes brought up for approval. JP Wilhite made motion to approve minutes for July 17, 2019. M. Parham seconded the motion. Motion passed, 5 yes (JP. Wilhite, AJ Flick, M. Parham, A. Hernandez, and M. Phininzy) 0 no.
    - i. Venue - Community Foundation Campus, 5049 E. Broadway Blvd
    - ii. Date and Time –Wednesday, October 9, 2019 from 5:30pm – 7:30pm
      1. We will have access to the room at 4:00p.m for set up.
    - iii. Non-profit organization list – J.P Wilhite and A. Hernandez will update the list with contact information to send invite.
    - iv. Flier/Invitation – AJ Flick will complete the flier and invitation by September 6, 2019. An official invitation will be sent out the following week.
    - v. Center for Community Dialogue & Training
      1. Facilitators – J.P Wilhite will follow up with them if it doesn't seem to be a good fit for the event we will go with plan B.
  - b. Cost - \$250.00
    - i. Venue - \$175.00
    - ii. Food – the remaining budget is \$75 but to provide a nice light dinner snack/appetizer with drinks it would be better to have about \$150 for food.

- c. Any other logistical pieces
  - i. M. Phininzy will create a draft agenda, training grid, and power point.
  - ii. M. Phininzy will send PCTWC History to the committee to review and think through talking points for the event.
  - iii. A. Hernandez will create a sign in sheet for the event.
  - iv. Items we still need to get, name tags, pens, paper and note pads.
- d. Next Steps
  - i. See above
  - ii. Next meeting, September 9, 2019, 5:15p.m
- 3. PCTWC Brochure
  - a. AJ Flick will create a newer updated Brochure. She will share the draft with the committee at the next meeting.
- 4. Adjournment – 6:44p.m.

**\*Persons with a disability may request reasonable accommodation by contacting the PC/TWC at (520) 624-8318. Request should be made at least 48 hours before the scheduled meeting to allow time to arrange the accommodation.**